

Accounts Payable Training Offered

A/P BASICS

Invoice Payments – From Requisition to Check Payment

Direct Pay Request (DPR) – Policies & Procedures

- Request for CMS Financial User Access

Payment in Advance (PIA's) – Policies & Procedures

Reimbursements (Employee's or Non- Employee's) – Policies & Procedures

Guest Lecturer / Honorarium Payments - (Non- Resident Aliens)

Petty Cash

Business Hospitality – When is it used?

Vendors and 204 Form – Name on the check and who gets the form

A/P PROGRAMS

ProCard Statements – CMS Process & 07/08 Calendar

- Frequently Asked Questions

Travel

- Travel Programs – Am Exp Card or BTA & SWABIZ
- Advances
- Claims
- Moving & Relocation
- Benefit Reporting
- Policies & Procedures

Hands on Accounts Payable Navigations